

## Document Order form

### STUDENT INFORMATION

First Name		Last Name		Application or Student ID	
Email Address				Telephone Number	
Home Address				City	
Province		Country		Postal/ZIP Code	

### REQUEST DETAILS

Item	Qty	Fee	Mailing Options	Qty	Fee
<input type="checkbox"/> Confirmation of Enrolment Letter Select term: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer		\$10.00	<input type="checkbox"/> Rush processing, per item		\$15.00
<input type="checkbox"/> Official Transcript		\$10.00	<input type="checkbox"/> Pick up <input type="checkbox"/> Self <input type="checkbox"/> Other _____ <input type="checkbox"/> Email to student (this option is only available for Confirmation of Enrolment letters) <input type="checkbox"/> Fax to number _____		Free
<input type="checkbox"/> Confirmation of Graduation Letter (Duplicate)		\$10.00	<input type="checkbox"/> Mail to Student (address above) <input type="checkbox"/> Regular Mail <input type="checkbox"/> Domestic Express Mail (within BC) <input type="checkbox"/> Domestic Express Mail (Canada, outside BC) <input type="checkbox"/> International Express Mail (outside Canada)		\$5.00
<input type="checkbox"/> Degree Parchment (Duplicate)		\$25.00			\$30.00
<input type="checkbox"/> Letter of Acceptance (Duplicate)		\$25.00			\$60.00
<input type="checkbox"/> Vinyl degree folder		\$25.00	<input type="checkbox"/> Mail to another institution or alternate address <input type="checkbox"/> Regular Mail <input type="checkbox"/> Domestic Express Mail (within Canada) <input type="checkbox"/> Domestic Express Mail (Canada, outside BC) <input type="checkbox"/> International Express Mail (outside Canada)		\$5.00
<input type="checkbox"/> Tuition Tax Receipt (T2202) (3+ previous years) Tax year: _____		\$5.00			\$30.00
					\$60.00
<b>Please Note:</b> <ul style="list-style-type: none"> <li>Orders are mailed or available for pick up after 3:00PM, two business days from the order payment date.</li> <li>Orders are processed after payment has been received.</li> <li>Same day processing is not available. Orders with rush processing are mailed or available 24 hours from the order payment date and time.</li> <li>Mailing and rush fees are charged per item.</li> <li>1 piece of government-issued photo identification is required for pick up.</li> </ul>			Institution Name or Alternate Address _____ _____ _____ Student ID at other Institution _____		
				<b>TOTAL</b>	<b>\$</b>

### PAYMENT INFORMATION

Cash     Debit     Personal Cheque     Wire Transfer     Money Order  
 Credit    [ Card Type:  Visa     Mastercard     Amex ]    Card Number: \_\_\_\_\_    Expiry: \_\_\_\_/\_\_\_\_/\_\_\_\_

### STUDENT SIGNATURE

Student Signature	Date
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### OFFICE USE ONLY

Verified by:	Date
Payment received by:	Date